



We'll be starting the Presentation shortly.

# PrC Tips & Resources

CO System Section

# PrC Team

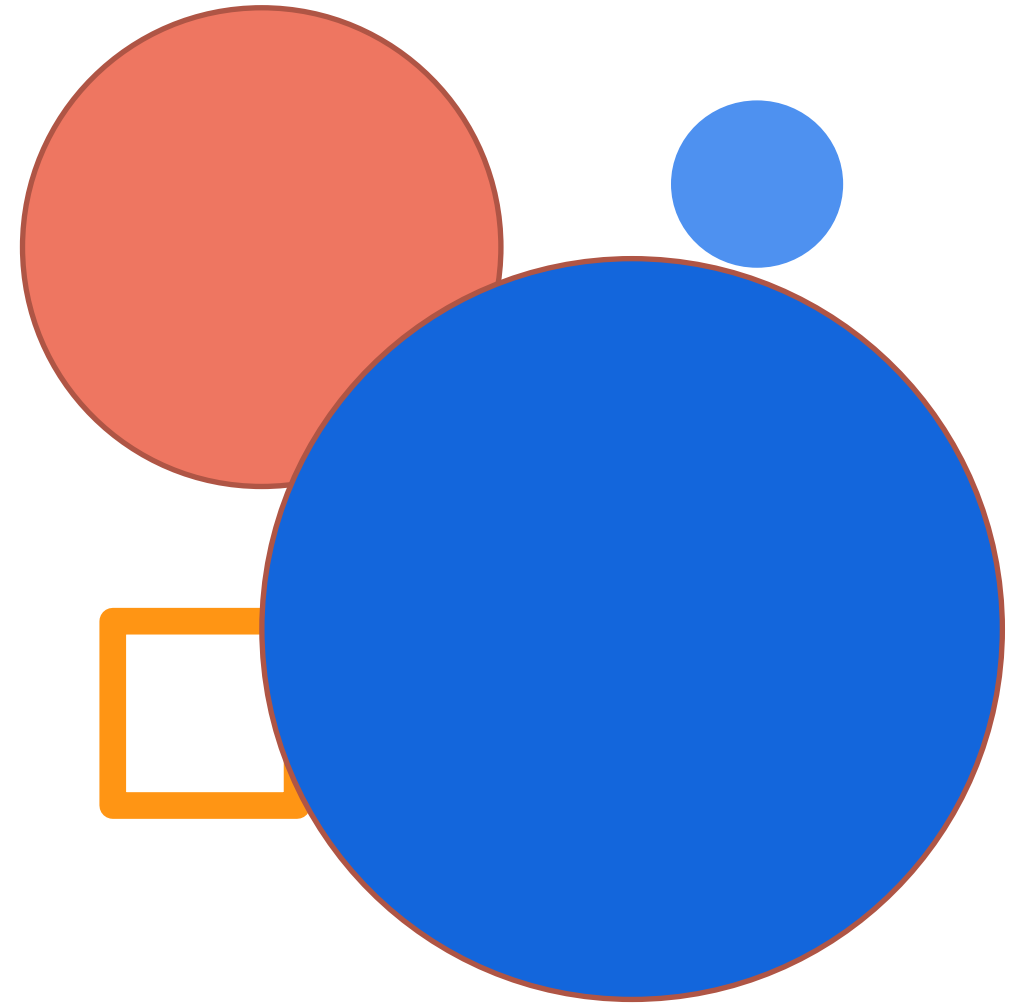
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# Web Resources

[www.fdot.gov/construction/](http://www.fdot.gov/construction/)



# Publications

<https://www.fdot.gov/construction/publicationsmain.shtm>

[Home](#) / [Construction](#)

## Documents & Publications

The Office of Construction has many Publications that are utilized by both Department staff and external customers. These include manuals, forms, procedures, and reports. Please use the hyperlinks below to view the most recent versions of these many resources.

Subscribe to the Department's [Contact Management Subscription](#) service to receive notification of updates for Construction publications.

# Construction Resources

[www.fdot.gov/construction/trnsport.shtm](http://www.fdot.gov/construction/trnsport.shtm)

The Department migrated from SiteManager to AASHTOWare Project Construction (PrC) in September 2022.

For more information or assistance with Construction PrC, please contact: [Lynnette Bonin](#) (850) 414-4251.

## Topics

### [AASHTOWARE PrC](#)

- [PrC User Handbook](#) (\*.pdf, 2.42 MB)
- [PrC Coordinators](#) (\*.pdf, 312 KB)
- [PrC and Construction Issues](#)
- [Creating a Stockpile](#) (\*.pdf, 647 KB)
- [PTS to PrC Stockpile Transfers](#) (\*.pdf, 290 KB)
- [Stockpile Calculator](#) (\*.xlsx, 14 KB)

## Training

### **Partial Payments & Stockpile Materials** ( [WEBINAR RECORDING](#) )

### **PrC Tips and Information**

Thu, Nov 3, 2022 2:00 PM - 3:00 PM EST ( [PRESENTATION SLIDES](#) ) ( [WEBINAR RECORDING](#) )

*Play in browser - Right click - Save as - to download videos*

Thu, Jan 12, 2023 2:00 PM - 3:00 PM EST ( [PRESENTATION SLIDES](#) ) ( [WEBINAR RECORDING](#) )

*Play in browser - Right click - Save as - to download videos*

Thu, Feb 2, 2023 2:00 PM - 3:00 PM EST ( [PRESENTATION SLIDES](#) ) ( [WEBINAR RECORDING](#) )

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Thu, Mar 2, 2023 2:00 PM - 3:00 PM EST ( [PRESENTATION SLIDES](#) ) ( [WEBINAR RECORDING](#) )

*Play in browser - Right click - Save as - to download videos*

Thu, Apr 13, 2023 2:00 PM - 3:00 PM EDT ( [PRESENTATION SLIDES](#) ) ( [WEBINAR RECORDING](#) )

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# Construction Resources

## PrC External Links

### Web Trnsport News



AASHTOWare Project 4.7.4 Revision 036 is now installed. Help is available to answer your calls from 8:00 a.m. - 4:30 p.m. at 850-414-4008 (Mirza Rezazadeh - CAO),

### External Links



- |  |   |
|--|---|
| Setup and Activate Contracts           | Setup and Activate Contracts in PrC (DO ADMIN, DO ENGR)                                       |
| Add Generic Personnel Equipment Staff  | Add Generic Equipment Personnel Staff to Vendor Master List (CO Admin, DO Admin, DO Engineer) |
| Create Diary and Charge Time           | Create a Diary and Charge Time on a Diary (RO PA, RO CSS, Final Estimates)                    |
| Create DWR                             | Create a Daily work Report (All Roles)  |
| Automatic Fuel Adjustments             | Setup Contract for Automatic Fuel Adjustemnts (DO Admin)                                      |
| Specific Contract Authority            | Setup Specific Contract Authority by PA (RO PA)   |
| Setup Subcontracts                     | Setup Subcontracts on a Contract (DO Office Engineer, DO Admin, RO CSS)                       |
| Setup Vendor Equipment Personnel Staff | Setup Vendor Equipment Personnel Staff by Contract (All Roles)                                |
| Estimate Approval Levels by Contract   | Setup Estimate Approvals Levels by Contract (DO Admin, DO Office Engineer)                    |
| PrC Webinar link                       | PrC Webinar link  |
| CARS                                   | Construction Automated Reporting System - In House Only                                       |
| PTS                                    | Pay Item Tracking System - In House only  |
| Browser Settings                       | Browser Settings  |
| Estimate Cut Off Dates                 | Estimate Cut Off Dates  |
| Fuel and BIT indexes                   | Monthly Fuel and Bit Indexes  |
| District PrC Construction Coordinators | District PrC Construction Coordinators  |
| District PrC Maintenance Coordinators  | District PrC Maintenance Coordinators   |
| Construction User Roles                | Construction User Roles   |
| BOE                                    | Basis of Estimates Manual   |
| CPAM                                   | CPAM  |
| NOAA                                   | National Weather Service  |

# Construction Information

Should you experience this error:

## Subcontract or Change Order Error

**Error:** No rows saved; detected 1 row with errors. Please review messages below.

- Bid Unit Price: Invalid value ''; value is required. (custom rule) X
- Total Towards Maximum Bid Percent: Invalid value '114.32'; greater than the maximum value of 100. (base rule)
- Total Towards Maximum Bid Percent: Invalid value '114.32'; greater than the maximum value of 100. (custom rule)

[Show All](#) [Show Errors](#) [Show Warnings](#)

**Warning:** Detected 1 row with warnings. Please review messages below.

Sublet Quantity has exceeded available Sublet Quantity. X

# Construction Information

## Subcontract or Change Order Error

The error is caused by an overinflation in subcontract values that are either due to migration from SiteManager or a misinterpretation by PrC in the Total Extended Bid amount. This affects lump sum mobilization on subcontracts. It can affect other lump sum items.

[Demonstration E20G0]



# Construction Information

CIM

CIM relaunch was successful in October 2023. Items affected:

- Data Loader
- CIM data will still be 24hrs behind PrC
- All contracts will be loaded/updated nightly
- Contract data should be correct - report if not
- Current Days Used is corrected
- Excessive warranty emails were removed

# Construction Information

## Change Orders - Approval Levels

Change orders require **two** levels of approval:

- Approval levels should be successive and progressive in authority.
- Approval levels require two separate personnel to review.
- Review should be done at 2<sup>nd</sup> level before approval in PrC to ensure data quality and accuracy.

# Construction Information

## Estimates - Approval Levels

Estimates require **three** levels of approval:

- Approval levels should be successive and progressive in authority.
- Approval levels must be sequential in numbering.
- Approval levels require separate district personnel to review.
- Review should be done at 2<sup>nd</sup> level of approval and at final district level before approval in PrC to ensure data quality and accuracy.
- Estimates can be rejected by district level any time along the approval chain BEFORE final approval is sent to EED; otherwise, rejection must be done at SCO level.

# Construction Information

Critical Data:

- <C:\Users\cn982lb\OneDrive - Florida Department of Transportation\Desktop\SCO Misc\Site Manager Procedural Guidelines\Process Reviews\QAR list\Checklist for Contract Activation.docx>

Contract Activation

# Construction Information

## Retainage

### Retainage:

- Every contract is eligible retainage withholding when the criteria is met.
- Retainage withholding is 10% of the current estimate.
- [https://fdot-my.sharepoint.com/personal/lynnette\\_bonin\\_dot\\_state\\_fl\\_us1/Documents/Retainage%20Withholding%20\(002\).docx?web=1](https://fdot-my.sharepoint.com/personal/lynnette_bonin_dot_state_fl_us1/Documents/Retainage%20Withholding%20(002).docx?web=1)

# Topics of Interest

We have scheduled a tips session monthly through January 2024. We would like your input on what topics are relevant to you. Please send your email with a topic you would be interested in seeing to [CO-SCO-SystemSection@dot.state.fl.us](mailto:CO-SCO-SystemSection@dot.state.fl.us).

# Summary

- Other common themes from questions today will be addressed and posted on our PrC page with the recording from today
- Reoccurring Tips and Recommendations on second Thursday of each month

Sign up for contact mailer to ensure you are notified....we posted training dates on the PrC Information page

<https://www.fdot.gov/construction/trnsport.shtm>